

# **Silicon Valley Workforce Investment Network**

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## **REQUEST FOR PROPOSAL**

### **Comprehensive SVWIN Organizational Structure and Management Review**

Deadline for Submittals:	<b>March 31, 2006, at 5:00 p.m.*</b> Faxed or e-mailed proposals will not be accepted. Postmarks will not be accepted as proof of timely delivery. Proposals received after the deadline will not be accepted and will be returned unopened.
Proposal Packet Submittal Location:	Silicon Valley Workforce Investment Network ATTN: Ms. Joy Salandanan 1775 Story Road, Suite 120 San Jose, CA 95122
Technical Assistance Contact:	Silicon Valley Workforce Investment Network  E-Mail: Joy.Salandanan@sanjoseca.gov Written inquiries only, please. All relevant questions and answers will be made available to interested parties and will be posted on our website at <a href="http://www.svwin.org">www.svwin.org</a> under the heading of "Funding Opportunities."

All dates subject to change; changes will be posted on <http://www.svwin.org>

# **COMPREHENSIVE SVWIN ORGANIZATIONAL STRUCTURE AND MANAGEMENT REVIEW REQUEST FOR PROPOSALS**

## **1. Background**

Effective July 1, 2000, the City of San Jose took over the running of federally funded job training programs from the County of Santa Clara. The County of Santa Clara's JTPA (Job Training Partnership Act) program was replaced by the Workforce Investment Act program, which is administered by the City of San Jose, Silicon Valley Workforce Investment Network (SVWIN).

The SVWIN serves residents and employers in its three One Stop locations located in the cities of San Jose, Gilroy and Campbell. It serves residents and businesses in the cities of San Jose, Gilroy, Campbell, Los Gatos, Saratoga, Morgan Hill, Monte Sereno, Los Altos Hills and unincorporated areas of Santa Clara County.

In its five years of operation, SVWIN has consistently met the State's mandated performance measures and has not had any disallowed costs as substantiated by the State and City audit reports.

SVWIN is interested in seeking a consultant and/or consultant team to conduct an organizational structure and management review of the San Jose Silicon Valley Workforce Investment Network Division. This review will include an analysis of the Division's organization, budget, policies and procedures, internal controls, contracting process, staffing, IT security, equipment, capacity, and other related functions, to recommend solutions to further promote program efficiency and effectiveness in all aspects of SVWIN's operations.

**Proposals are due by 5:00 pm, March 31, 2006, at 1775 Story Road, Suite 120, San Jose, CA 95122, Attention: Ms. Joy Salandanan, SVWIN Finance Manager. Only hard copies of proposals will be accepted. Proposals that are emailed or faxed will not be accepted. Any proposal received after this time will be rejected and will be returned to the submitting party.**

All materials submitted in accordance with this RFP become property of the City and will not be returned.

The City shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the City or its representatives. Should discrepancies or omissions be found in this RFP or should there be a need to clarify the RFP, you may request clarification via email to [joy.salandanan@sanjoseca.gov](mailto:joy.salandanan@sanjoseca.gov).

Any City response to a request for clarification will be made in the form of an addendum to this RFP and will be sent to all parties to whom this RFP has been

issued prior to the proposal due date and will be posted on our website at [www.svwin.org](http://www.svwin.org) under the heading of "Funding Opportunities." All addenda shall become part of this RFP. The last day requests for clarifications will be accepted will be March 10, 2006.

## **2. Approach and Objectives**

### **Component A – Synthesis and Analysis of Existing Information**

1. A survey and analysis of SVWIN's organizational structure, program, fiscal operations, operating budget, policies and procedures, unit functions and activities of the Division.
2. Interview with management and staff in each major functional area where further analysis is needed, including but not limited to the following functional areas:
  - a. Management and Organization
  - b. Program Services
  - c. Program and Service Planning
  - d. Budgeting and financial planning
  - e. Management reporting
  - f. Grants Management
  - g. Purchasing
  - h. Marketing, Outreach and Public Relations
  - i. Personnel Management and related practices
  - j. Contract Operations
  - k. Information Technology and Security

### **Component B – Deliverables**

1. Recommendation(s) to improve the efficiency and effectiveness of SVWIN's programmatic and fiscal operations addressing the above-mentioned functional areas from a to k, based on nationwide workforce industry best practices.
2. Measurable dollar and time savings/costs resulting from the implementation of the recommendations;
3. Implementation Plan for the above-agreed recommendations.

## **Component C – Presentation of Reports**

Consistent with the above components, the presentation of reports for this project will include the following:

- A written report not to exceed fifty (50) pages;
- A presentation to SVWIN's management team and Silicon Valley Workforce Investment Board: (1) detailing the findings of the components, and (2) offering recommendations; and
- An organizational manual delineating the function of each unit and its staff as it relates to the whole organization.

## **3. Budgets and Timetable**

It is expected that the budget for this project will range from \$75,000 to \$90,000 depending on the value-added; in any case, the budget is not to exceed \$90,000.

The final report and set of deliverables should be ready for full distribution no later than June 30, 2006.

## **4. Selection Criteria**

The Proposer should demonstrate that its organization and key staff proposed to work on this Project have the appropriate analytical and professional background and access to resources to fulfill the stated scope of services.

Proposers should describe their work plan for developing the deliverables. This should include a work plan, timetable, proposed budget (not to exceed \$90,000), a staffing plan and reporting relationships, and any other relevant information germane to SVWIN's assessment of whether the Proposers have a work plan that is well organized and achievable within the desired scope, time and budget guidelines.

Proposers will be reviewed and evaluated based on the following criteria:

- Up to 30% rating will be allotted for demonstration of organizational/staff professional background and access to resources to fulfill the stated scope of services.
- Up to 70% rating will be allotted for a work plan that develops the deliverables.

**All proposals must include a Proposal Cover Page and a Proposal Summary Form signed by the authorized representative. Please see Appendix for these forms.**

## **5. Additional Important Information**

### **CITY OF SAN JOSE INSURANCE REQUIREMENTS**

If awarded the contract, the successful Proposer shall warrant and certify that it will comply with the City of San Jose's insurance requirements as stated below:

- Commercial General Liability - \$1,000,000 Combined Single Limit  
(City of San Jose must be named as additional insured)
- Automobile Liability - \$1,000,000 Combined Single Limit
- Workers' Compensation - Statutory
- Professional Liability - \$1,000,000

### **PUBLIC NATURE OF PROPOSAL MATERIAL**

Responses to this RFP become the exclusive property of the City. At such time as the SVWIN Board recommend a Proposer to the City Manager or City Council, as applicable, all proposals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of San Jose may not be in a position to establish that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the City will provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

### **NON-DISCRIMINATION/NON-PREFERENTIAL TREATMENT**

The successful Proposer shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of San Jose contracts.

### **ADDITIONAL TERMS AND CONDITIONS**

This RFP does not commit the City to pay any costs incurred in the submission of the proposal or in making any necessary studies or analysis in preparation of submission of the proposal.

The City reserves the right, without limitation to:

- Execute an agreement with one or more Proposers based solely on the proposal and any approved additions;
- Enter into an agreement with another Proposer in the event that the originally selected Proposer defaults or fails to execute an agreement with the City;
- Enter into negotiations with one or more Proposers;
- Verify any information provided during the RFP process; and
- Contact references listed or any other persons known to have contracted with the Proposer.

An agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City and of the Proposer.

#### **ACCEPTANCE OR REJECTION OF PROPOSAL**

The City reserves the right to accept or reject any item or group(s) of items of a response. The City also reserves the right to waive any informality or irregularity in any proposal. Additionally, the City may, for any reason, decide not to award an agreement as a result of this RFP or cancel the RFP. The City shall not be obligated to respond to any proposal submitted, not be legally bound in any manner by submission of the proposal. The SVWIN Board will make a recommendation to the City Manager or City Council, as applicable, regarding the selection of a Proposer(s) based upon the evaluation of the proposals. The City reserves the right to negotiate project deliverable and associated costs.

# Appendix

## SVWIN RFP Proposal Required Documents

Please note that a Proposal Cover Page and a Proposal Summary Form signed by the authorized representative are mandatory for all proposals. See attached forms.

**SILICON VALLEY**  
**WORKFORCE**  
**INVESTMENT**  
**NETWORK**

**TO: Joy Salandanan, Finance Manager**

Silicon Valley Workforce Investment Network (SVWIN)  
1775 Story Road, Ste. 120  
San Jose, CA 95122

**FROM:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RE: Comprehensive SVWIN Organizational Structure and  
Management Review RFP Proposal Cover Page**

**Received by:** \_\_\_\_\_

**Time/ Date**

**Received:  
(STAMP)**



## PROPOSAL SUMMARY FORM

Proposers Name:	
Address:	
Proposers Telephone #:	Proposers Fax #:
Contact Person:	Contact Phone #:
Contact Fax #:	Contact E-mail:
Proposed Service: Comprehensive SVWIN Organizational Structure and Management Review	
Estimated Cost of Total Project:	
<b>Type of Organization:</b>  <input type="checkbox"/> <b>Governmental Organization/Specify:</b> _____ <input type="checkbox"/> <b>Community Based Organization</b> <input type="checkbox"/> <b>Labor Organization</b> <input type="checkbox"/> <b>Business &amp; Trade Association</b> <input type="checkbox"/> <b>Educational Entity/Specify:</b> _____ <input type="checkbox"/> <b>Private, For-Profit Business</b> <input type="checkbox"/> <b>Private, Non-Profit Organization</b>	

### **CERTIFICATION OF GOOD STANDING**

I certify that the Proposer, if it is a corporation, is registered with, and in good standing with, the Secretary of State of the State of California.

### **CERTIFICATION OF PROPOSAL CONTENT**

#### **Duplication of Services and Conflict of Interest**

To my knowledge, this proposal does not duplicate services available in the area that are or may be provided by non-WIA sources. This organization, its members and collaborators are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a subcontract by WIA funds.

#### **Cost/pricing Data and Proposal Content**

This is to certify that, to the best of my knowledge and belief, the cost/pricing data submitted, either actually or by specific identification in writing to the SVWIN in support of this proposal, is accurate, complete, and current as of the date below. This certification includes the cost/pricing data supporting any agreements/contracts that may be agreed upon between the Proposer and the SVWIN that are part of the result of submitting this proposal.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Representative